



REQUEST FOR QUALIFICATIONS
PROPOSITION A 2016 BOND PROGRAM

ARCHITECTURAL SERVICES

November 2016



ANNOUNCEMENT

REQUEST FOR QUALIFICATIONS NOTICE SFUSD PROP A 2016 BOND PROGRAM

ARCHITECTURAL SERVICES

The San Francisco Unified School District (SFUSD) is accepting Statements of Qualifications (SOQ) for Architectural services. SFUSD intends to create a pool of Architectural Firms from which it can assign specific capital improvement projects from the 2016 Proposition A Bond Program.

Proposals must be submitted to Room 207 at 135 Van Ness Avenue, San Francisco no later than:

2:00 p.m. on December 16, 2016.

This Request for Qualifications (RFQ) seeks firms with the following types of experience:

- Strong public school experience in modernization of Early Education, Elementary, Middle and High Schools
- Experience in modernizing historic and older (>50 yrs. old) school facilities
- Assessments of existing facilities leading to development of scope and budget
- Familiarity with the Division of the State Architect's (DSA) procedures
- Well-versed in meeting DSA requirements related to fire and life safety, seismic, and access compliance, and in current energy efficiency / sustainable design guidelines
- Developing phased construction plans for occupied facilities
- Construction administration services, including timely DSA and project closeout
- Adherence to project deadlines and schedules

RFQ packages will be available on the District website on November 1, 2016 at:
<http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

The RFQ package will provide a detailed description of the information required for the SOQ submission. Any addenda issued will be posted on the website.

A pre-submittal conference will be held on November 16, 2016 at 10:00 a.m. at 1st Floor Board Room, 555 Franklin Street, San Francisco. All Firms interested in submitting a SOQ are encouraged to attend.

The SFUSD Prop A 2016 Bond program is subject to voter approval on November 8, 2016.

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

1. Overview

The San Francisco Unified School District Bond Program is seeking Statements of Qualifications (SOQ) from qualified Architectural Firms to provide architectural consulting services for the SFUSD Proposition A 2016 Bond Program. Submittal shall include the following:

- Seven (7) bound copies in 8-1/2" x 11" format
- Max. length of SOQ - 32 pages, single-sided (excluding tabs, resumes, references and billing schedules)
- Digital file of proposal, in PDF format, burned to a CD
- Supporting materials in sealed envelope (financial statement and statement of claims)
- Hand delivered to:

Wazi Chowdhury
Bond Program Director of Design
San Francisco Unified School District
135 Van Ness Avenue, Room 207
San Francisco, CA 94102

Direct all comments or questions regarding this RFQ to:

Fe Bongolan
Bond Program Contracts Administrator
bongolanf@sfusd.edu
415.241.4315
San Francisco Unified School District
135 Van Ness Avenue, Room 207
San Francisco, CA 94102

All participating architectural firms must have an established office primary business location under the name of the firm or joint venture for a minimum two years within a 25-mile radius of the city limits of San Francisco, CA.

ALL SOQs DUE NO LATER THAN 2:00 PM ON DECEMBER 16, 2016

LATE SUBMITTALS WILL NOT BE CONSIDERED

MAXIMUM POINTS POSSIBLE: 110

2. Description of Projects

The requested services will be funded through Proposition A 2016 Bond. The District may also elect to submit applications for State School Facility Modernization Program to supplement Prop A Bond funds. The SFUSD Prop A Bond work may consist of:

- Modernization of existing SFUSD facilities
- New School facilities
- Information Technology (IT) upgrades
- Student Nutritional Services, kitchen modernization projects

The District anticipates initial design work to commence in May 2017 with completion of all projects in six (6) years.

3. Methodology of Contracting for Architectural Services and Basis of Fees

The District will select a Program Planning and Design Management (PPDM) consultant. The PPDM will provide a broad range of program management services which will include support of the selected Architectural Firms who will provide architectural/engineering services. The Architectural Firms selected will be the Architects of Record (AOR) for their designated projects.

The District will determine final project assignments for the Architectural Firms and contracts will be awarded upon project assignments.

4. Description of Architectural Scope of Services for Architectural Consultants:

A. Project Assessment Phase

1. Meet with District Representatives, such as but not limited to the, District Project Manager, Program Planning and Design Manager (PPDM), Construction Manager (CM) and school site staff to review specific facility and program needs at a particular school;
2. Meet with various District departments including but not limited to: Buildings and Grounds, Department of Technology, Student Nutrition Services, and Library Services;
3. Review Scope of Work requirements at each school. Prepare and document an assessment of accessibility, fire/life safety, structural, building envelope and overall building condition. Thoroughly document existing conditions and issues, both in the facilities and site, at a particular school, including photos of the project and notated plans;
4. Provide the proposed scope of work and associated estimate for the cost of the work.
5. Provide the project assessment package including initial schematic level drawings as needed to develop an accurate budget / estimate;
6. Meet with the District PM and Bond Management team to align proposed budget and scope of work with the District assumed scope and budget. Arrive at a final scope and budget approved by the District in order to proceed.

B. Design Phases

1. Develop scope of work for surveys and geotechnical work as required; (SFUSD to provide actual survey and geotechnic work per scopes of work developed by Architectural Firm)

2. Prepare design phase documents (SD, DD, 75%CD, 100% CD) for submittal and review;
3. The CD design package submitted to DSA shall be a fully coordinated and complete set of contract documents;
4. Provide cost estimates at Schematic Design, Design Development and 100% CD, and participate in scope to budget reconciliation process with PPDM and/or CM;
5. Participate in review of design documents with the School District, school site staff, PPDM, CM, local Fire Marshall, DSA and representatives of other State or Local agencies as needed, and prepare meeting minutes;
6. Determine the available swing space at each school and develop a phasing plan in coordination with the District Project Manager and CM;
7. Where applicable develop an interim housing plan and associated documents and obtain DSA approval for the plan;
8. Coordinate District-provided drawings and reports as required. This includes, but is not limited to, seismic studies, surveys, topographical maps and energy audits.
9. Incorporate hazmat mitigation documents provided by District's consultant into the final document set to be approved by DSA;
10. Prepare final set of plans and specifications for bidding;
11. Participate in bidding and bid review and analysis, which will include preparing addenda and obtaining DSA approval of addenda;
12. Prepare preliminary color/material/fenestration boards of all applicable exterior and interior materials for review by District Representatives at the end of the schematic design phase. Prepare final color/material/fenestration boards during the design development phase based upon Bond Management Team feedback.

C. Construction Phase

1. Assist in construction administration activities, including review of submittals, attendance at weekly on-site meetings, implementation of current DSA-required procedures, responses to requests for information (RFI's), review of contractor payment requests and change orders, and conducting meetings;
2. Participate in project close-out tasks, which will include the preparation of punch lists, the review of warranties and guarantees, and the review and approval of final contractor payments;
3. Final DSA Close-out;
4. Preparation and review of Record Documents and electronic files.

5. District Responsibilities

- a) Any hazardous material ("hazmat") related work or mitigation thereof will be the sole responsibility of the District. The architect will coordinate the documents provided by the District's hazmat consultant into a complete package including the finish schedules.
- b) The District will be responsible for coordinating the bidding phase, including advertisement and distribution of bid documents.
- c) The District will be responsible for coordinating the administration of all contracts.
- d) The District will provide site topographic surveys and geotechnical reports as required. As noted above, the architect will work with the District to determine the scope of services required for each project.

6. Insurance Requirements

a). Each architectural Firm or each member of joint ventures awarded a contract will be required to maintain, in full force and effect and at their own expense, the following insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your SOQ. The following insurance policies are required in order for your firm/joint venture to qualify for participation in these projects:

- 1) Worker's Compensation Insurance in compliance with California law
- 2) Commercial General Liability Insurance (\$2 million per occurrence)
- 3) Commercial Automobile Insurance (\$2 million per occurrence)
- 4) Professional Liability Insurance (\$2 million per claim limit, and subject to no more than \$25,000 per claim deductible)
- 5) Employment Practices Liability (\$2 million per occurrence)
- 6) Pollution Legal Liability Insurance (\$1 million per claim limit, \$2 million aggregate limit, and subject to no more than \$25,000 per claim deductible)

b). If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for five (5) years beyond the date of the individual project completion.

c). Prior to issuance of a Notice to Proceed, each firm must provide the District with original wet signature certificate(s) of insurance that includes the following:

- The San Francisco Unified School District, its Board, Officers, and employees shall be named as additional insured parties on General Liability and Automobile policies, endorsements must be submitted with the certificate(s).
- Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide will mail 30 days written notice to the certificate holder.

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District wishes to create a pool(s) of Architectural Firms from which it can assign specific projects. All SOQs will be scored through a preliminary screening process which will include Part III below and may include contacting of references. Those firms who qualified through the preliminary screening process may be invited to participate in the final screening process, which may consist of an interview and presentation. Specific information regarding the interview will be provided upon notification of the firm completing the preliminary screening.

The District may develop two pools of Architectural Firms based upon firm capacity and experience. These two pools will be established by determining which firms are best suited for larger projects and which firms are best suited for smaller projects. Though subject to revision, smaller projects may be defined as projects with a construction value of \$4 million or less. Larger projects may be \$4 million or larger. Factors in determining which Firms best fit the small project or large project category will include: Size of firm, number of full-time employees working in the local office(s) within the 25 mile radius requirement, scale of projects presented in the submittal in which the Firm was the AOR, financial statement of the Firm, and Firm references.

The District will accept written questions and comments from prospective Firms for the period commencing on November 16 through November 30, 2016 close of business. Addenda will be posted after November 30, 2016. All written questions or comments must be via email and directed to bongolanf@sfusd.edu; Firms are directed to not contact any other person with inquiries regarding this RFQ.

The District reserves the right to make a selection anytime during the selection process in the event that the District can readily make a clear determination and selection from the SOQs.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process.

Excluding Confidential Information provided below under Section III. 6., responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Indemnification

Pursuant to Public Contract Code section 20103.6, any agreement with an Architect shall include the following indemnity provision:

Article 10. "To the fullest extent permitted by California law and in accordance with California Civil Code section 2782.8, Architect shall indemnify, protect, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees and members ("Indemnified Parties") from any and all actions, assessments, counts, citations, claims, costs, damages, demands, judgments, liabilities (legal, administrative or otherwise), losses, notices, expenses, fines, penalties, proceedings, responsibilities, violations, attorney's and consultants' fees and causes of action to property or persons, including personal injury and/or death ("Claim(s)"), to the extent that the Claim(s) arises out of, pertains to, or relates to the negligent errors or omissions (active or passive, ordinary or gross), recklessness (ordinary or gross), or willful misconduct of Architect, its directors, officials, officers, employees, contractors, subcontractors, consultants, sub-consultants or agents arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement. This indemnity excludes Architect's liability as to the active or sole negligence or willful misconduct of the District.

III. CONTENTS AND REQUIRED FORMAT OF PROPOSALS AND EVALUATION CRITERIA

Proposals shall be in 8 1/2" X 11" portrait format. Use Arial Narrow font text 11 pt. minimum size with standard margins. Please organize your proposal with 5 tabbed sections. Maximum page count is 32 single-sided pages excluding tabs, resumes, references, and billing schedules. Submit seven (7) bound copies of the SOQ, plus one digital copy. Proposals shall be bound on the left.

In a separate sealed envelope provide Firm's statement of financial resources and Firm's statement of claims.

Please provide the following information, in the order of the five sections given below, as well as the order of each component of each section. Each of the five sections shall be tabbed. Proposals will be carefully reviewed and assigned evaluation points based on the information provided with a maximum score of 110 points (see Attachment B – sample score sheet). All information requested must be provided, including sections which do not carry points. **Failure to provide all information requested shall be deemed non-responsive.** The five categories of the SOQ are:

1 **Introductory/Cover Letter: (1 page; no points possible)**

Please provide information regarding the size of your firm, and include any sub consultants that you propose to include as part of your Architectural project team.

2 **Professional Qualifications and Experience – Firms and Projects: (27 pages; possible points: 65)**

For this section focus on the FIRM'S information in terms of qualifications, experience and approach

- a) The full name and address of the firm or team. (no points possible)
- b) Additional regional offices. If more than one office within the 25 mile radius requirement, list those offices, address and number of employees in the office(s) within the 25 mile radius requirement of this RFQ. (no points possible)
- c) Firm's Current Work Commitments. Specify the current and projected workload of Firm and describe Firm's ability to complete the Services as required herein. (no points possible)
- d) Conflicts of Interest: If applicable, provide a statement of any recent, current, or anticipated contractual obligations that relate in any way to similar work, the Project, or the District that may have a potential to conflict with firm's ability to provide the Services described herein to the District. Firms cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in the Project to which the Firm may provide Services. The Firm selected to provide the Services and any subsidiary, parent, holding company or affiliate of the selected firm, may not perform any construction work or submit a bid for the Project. (no points possible)
- e) Name and phone number of a designated contact person
(Items a, b, c, d, e: 2 pages; no points possible)
- f) A brief description of the firm including a Statement-of-Purpose. Include a description of typical services to clients of the Project Team (1 page; possible points: 5)

g) Describe the Project Firm's and associated sub consultant Firm's professional qualifications and experience, including those of any sub consultants, in order to clearly demonstrate your ability to successfully furnish the architectural/design services described in this Request for Qualifications. (2 pages; possible points: 5) Minimum team required

1. Prime Architect
2. Structural Engineer
3. Mechanical Engineer
4. Electrical Engineer
5. Information Technology (IT) Engineer
6. Civil Engineer
7. Fire Protection Engineer
8. Elevator Consultant
9. Landscape Architect
10. Cost Estimator

h) Please discuss your Firm's experience and understanding of the architectural/design services required for these projects (primarily renovation and modernization scope) and provide an outline or description that clearly demonstrates:

1. Your Project Team's approach to completing the necessary design tasks in order to meet the Scope of Work requirements for a project **without exceeding the budget** for improvements; (1 page; possible points: 3)
2. Your past experience of **managing multiple teams** of professionals on multiple project sites; (1/2 page; possible points : 3)
3. Your firm approach to **assessing and documenting existing conditions** for modernization projects; (1 page; possible points: 3)
4. Your approach to and prior evidence of your firm's ability to **maintain schedule** during the design phases; (1/2 page; possible points: 3)
5. Your approach to **quality assurance and your process for design document quality control**; (1/2 page; possible points: 5)
6. Your approach to **mitigating/controlling change orders and/or requests for additional services during construction**; (1/2 page; possible points: 3)
7. Your Team's approach to **designing projects to meet client-issued design and quality standards**. (1/2 page; possible points: 3)
8. **School Modernization Experience** – understanding of the unique challenges of modernization of educational facilities, citing specific issues and solutions. Address challenges of older or historic buildings. (1 page; possible points: 3)
9. **ADA and seismic experience** and understanding of unique challenges for educational facilities. (1/2 page; possible points: 3)
10. **DSA** experience with K-12 and strategies to pro-actively address design issues with DSA in securing approvals. (1/2 page; possible points: 2)
11. **DSA experience with project close out**. Discuss your DSA close out strategies and your record in closing out projects within three months of final completion. Specifically identify any DSA jobs your Firm has with DSA that are still open and explain why. In addition list any jobs in the last five years that took more than three months to close out and explain why. (2 pages; possible points: 3)
12. **Sustainability** experience for school modernization projects.(1/2 page; possible points: 3)
13. **DVBE** Describe your Firm's approach to DVBE participation on your projects (1/2 page; possible points: 0)

14. **Information Technology (IT):** Discuss your experience with design of IT systems for school modernization projects and specifically your Firm's past work with the IT consultant on your team. (1 page; possible points: 2)
15. **Project Information Continuity:** What is your approach to continuity of project knowledge and staff from project inception to project close out? In particular, address how your approach provides support during the construction phase of work. (1/2 page; possible points: 3)

- i) Provide a reference list of not less than 4 to 6 clients of the Firm. This list should include projects which your Firm has provided similar design services for CA K-12 projects during the past four years and must include one (1) client with a completed project in the Bay Area. This reference list should include the clients' names, addresses and telephone numbers and a brief description of each project, with a clear focus on K-12 public schools and modernization work. In addition, please include the original budget and the final cost to complete the project. The District may or may not contact all of those listed on the reference list. (1 page; possible points: 3)
- j) Provide ten (10) representative projects for which your Firm has been the Architect of Record and have been completed (constructed) within the last 5 years. Eight (8) of these projects must show modernization work. Each project may use up to one full page and should contain the following information: (1 page max. per project, maximum pages: 10; possible points: 10)
 - a. Name of project
 - b. Name of client including contact information
 - c. Architect of Record (If a Joint Venture, identify your scope of work and percentage of project as well as the specific phase of work for which your Firm was responsible.
 - d. Completion (of construction) date
 - e. Total project budget, and change orders as a percentage of total project budget.
 - f. Description of services provided by the firm

3 **Project Team Staffing:** (up to 2 pages maximum, not including resumes; possible points: 25)

Please provide a one page organization chart (or charts) of your team indicating primary architectural and engineering/sub-consultant team members and the managerial relationship of these individuals to each other. This chart (or charts) **should show the capability to perform two projects concurrently.**

This chart should focus on the day to day project team(s) and *not firm principals*, (unless the firm principal(s) will act as the day to day project manager on the project(s). Also, provide resumes of all team members shown on the organization chart. Resumes should not exceed one-page per team member and include project experience relevant to school modernization projects.

4 **Firm's Billing Rate Schedule and name of insurance companies:** (no page limit; no points possible)

- a. Please provide the billing rates for the staff presented in the organization chart(s) for the performance of the services indicated herein. Include; principal-in-charge.
- b. Extra Services. Provide a current fee schedule for the types of service that Firm offers which will be used for performance of Extra Services. If referencing basic services costs, include typical staffing expectations, professional fee schedules, and variations that the District could expect for specific services, if applicable
- c. Additional Costs. Identify any additional fees, costs, expenses or reimbursable fees for which Firm would be seeking compensation.
- d. Provide the name of your insurance carrier.

5 **Project Team Experience** (2 pages; possible points: 20)

Please demonstrate your Project Team's experience over the last five (5) years. Specifically, prepare a matrix of the projects submitted in section/tab 2 showing the projects along the X (horizontal) axis and the proposed team members along the Y (vertical) axis. Mark those projects with a check if the proposed team member worked on the project. If the team member did not work on the project, leave blank. SEE ATTACHMENT A FOR SAMPLE (1 page; possible points: 15)

In addition to this experience matrix showing past experience of the team(s) working together on the ten projects in your proposal, you may include an additional list or matrix of other relevant completed projects, worked on by the proposed team members in the last 5 years. For these projects, indicate completion dates, project value, and client contact person(s) from the schools/educational facilities where work was completed using the contract documents that were reviewed and approved by the following agencies and utilizing the following design principals. (1 page; possible points: 5)

6 **Confidential Information** (no page limit; no points possible)

In a separate sealed envelope provide with your SOQ, one (1) copy of:

- a. A statement of Firm's financial resources. Include a certification of correctness of Firm's statement of financial resources. This shall include a full set of financial statements for your most recent complete fiscal year accompanied by either an audit or review report prepared by an independent Certified Public Accountant. Compiled or internally prepared financial statements will not be accepted.
- b. Provide a complete listing of the formal (written) claims presented to the Firm, joint venture partners, outside consultants and/or subcontractors in the past five years. Include:
 - i. The name of the claimant
 - ii. A brief description of the claim.
 - iii. The dollar value of the claim
 - iv. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending".
 - v. End the list with statement: "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past five years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past five years." Have this statement signed and dated by a company principal or senior representative.

For Joint Venture SOQs provide items a) and b) above for each JV member firm.

MAXIMUM LENGTH OF PROPOSAL/SUBMITTAL: 32 pages, single-sided,
excluding tabs, resumes, references, and billing schedules.

TOTAL POINTS POSSIBLE: 110 points

IV. RFQ SCHEDULE (Subject to change)

This Request for Qualifications is being advertised in advance of the November 2016 Election in order to maintain an aggressive schedule for the planned work. The San Francisco Unified School District reserves the right to withdrawal this RFQ at any time. Proposers shall not be reimbursed for any costs associated with the preparation of proposals to this RFQ.

- Advertise RFQ Advertisement: **November 1, 2016**
- **Bond Election** **November 8, 2016**
- RFP Informational Workshop: **November 16, 2016 at 10:00 a.m.**
- Written Questions Accepted **November 16 – November 30, 2016**
- Written Questions Addenda posted: **December 5, 2016 (on District website)**
- Proposals Due no later than: **December 16, 2016 at 2:00 P.M.**
- Shortlist Notification: **January 2017**
- Interviews (if required): **February 2017**
- Results Announced: **March 2017**
- SFUSD Board Approval: **April 2017**

The District reserves the right, at its sole discretion, to modify RFQ requirements, cancel the selection process, and/or amend the schedule.

This RFQ is not a formal request for bids or an offer by the District to contract with any Firm responding to this solicitation. Inclusion in the AOR pool and any award of a contract will be subject to District Board approval.

Proposers shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

The District will be confirming accuracy of all information submitted in response to this RFQ.

	Attachment A	Projects presented in Section III., 2., j.									
	<i>Provide names of proposed team members from section 3. Provide a check if the individual worked on the project. Smaller Firms unable to staff two teams should fill out one team only.</i>	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9	Project 10
Project Team Members	Principal	X	X	X	X		X	X	X	X	X
	Team 1										
	Project Manager	X		X	X		X	X			X
	Job Captain	X		X	X						
	Lead Structural Engineer		X						X	X	
	Lead Mechanical Engineer		X	X				X			
	Lead Electrical Engineer		X	X						X	X
	Lead IT Engineer *	X					X				X
	Lead Civil Engineer		X		X	X	X				
	Lead Fire Protection Engineer	X	X	X							
	Lead Landscape Architect						X	X	X		
	Lead Cost Estimator	X	X		X	X	X	X		X	
	Lead Elevator Consultant		X								X
	Other										
	Team 2										
	Project Manager		X			X				X	
	Job Captain						X	X			X
	Lead Structural Engineer	X	X		X	X			X		
	Lead Mechanical Engineer	X			X		X			X	
	Lead Electrical Engineer	X			X	X			X	X	
	Lead IT Engineer *				X		X			X	
	Lead Civil Engineer		X	X		X		X	X		
	Lead Fire Protection Engineer	X			X		X	X			X
	Lead Landscape Architect		X			X					X
	Lead Cost Estimator		X	X	X		X		X		X
	Lead Elevator Consultant	X					X				
	Other										

* if required to meet expertise requirement for IT qualifications and experience

Project 1: Name, location, value

Project 2: Name, location, value

Project 3: Name, location, value

Project 4: Name, location, value

Project 5: Name, location, value

Project 6: Name, location, value

Project 7: Name, location, value

Project 8: Name, location, value

Project 9: Name, location, value

Project 10: Name, location, value

Evaluation Score Sheet

Attachment B			Maximum Pages	Maximum Points
Evaluation Category				
TOTAL POINTS POSSIBLE: 110				
1		Introductory Cover Letter Points Possible: 0		
		Cover Letter	1	0
2		Professional Qualification and Experience Firms and Projects Points Possible: 65		
	a	The full name and address of the firm or team	<i>see below</i>	0
	b	Additional regional offices	<i>see below</i>	0
	c	Firm's Current Work Commitments.	<i>see below</i>	0
	d	Conflicts of Interest:	<i>see below</i>	0
	e	Name and phone number of a designated contact person	<i>see below</i>	0
		Total of a, b, c, d, e: (pages)	2	0
	f	Description of the firm including a Statement-of-Purpose	1	5
	g	Project Firm's professional qualifications and experience	2	5
	h	Firm's's understanding of the architectural/design services required	<i>see below</i>	0
	h.1	Project Team's approach to completing the necessary design	1	3
	h.2	Past experience of managing multiple teams	1/2	3
	h.3	Approach to assessing and documenting existing conditions	1	3
	h.4	Approach to and prior evidence of firm's ability to maintain schedule during Design	1/2	3
	h.5	Approach to quality assurance and your process for design document quality control	1/2	5
	h.6	Approach to mitigating/controlling change orders during construction	1/2	3
	h.7	Approach to designing projects to meet District issued design standards	1/2	3
	h.8	School Modernization Experience	1	3
	h.9	ADA experience	1/2	3
	h.10	DSA experience with K-12	1/2	2
	h.11	DSA experience with project close out	2	3
	h.12	Sustainability experience for school modernization projects	1/2	3
	h.13	DVBE	1/2	0
	h.14	Information Technology	1	2
	h.15	Project Information Continuity	1/2	3
	i	Reference list of not less than 4 clients of the firm	1	3
	j	Ten representative projects of the Firm	10	10
3		Project Team Staffing Points Possible: 25		
		Organization Chart	2	3
		Resumes (1 page max per person)	<i>OPEN</i>	22
4		Firms Billing Rate Schedule and Name of Insurance Company Points Possible: 0		
	a	Billing rates for the staff presented and Principal in Charge		0
	b	Extra Services fee schedule		0
	c	Additional Costs: any additional fees, costs, expenses which Firm would be seeking compensation.		0
	d	Name of Insurance Carrier		0
5		Project Team Experience Points Possible: 20		
		Experience of Team on Projects Presented	1	15
		Experience of Team on other Projects	1	5
		TOTALS	32	110